CLARIS™

FOR MACINTOSH

ClarisWorks™ 4.0

INSTALLATION GUIDE

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Installing ClarisWorks

This installation guide provides step-by-step instructions for:

- installing the ClarisWorks™ application and associated files
- adjusting the memory for ClarisWorks, if necessary
- installing ClarisWorks on a network server

Important These instructions assume that you're familiar with standard mouse techniques such as clicking and dragging. If you need more information about mouse techniques, working with disks, or making copies of documents and disks, see the documentation that came with your computer.

What you need

For any installation of ClarisWorks 4.0, you need:

- the disks in the ClarisWorks package
- a Macintosh or Macintosh-compatible computer with at least 4 MB of memory and a 68020 processor or higher. (ClarisWorks 4.0 doesn't support the Macintosh Plus, Macintosh SE, Macintosh Classic, PowerBook 100, or other 68000-based Macintosh computers.)
- an internal or external hard disk
- one 1.4-MB SuperDrive floppy disk drive
- any version of Macintosh system software version 7. If you are using System 7.1, 7.1.1, or 7.1.2, we recommend that you have System Update 3.0 installed. If you are using System 7.0 or 7.0.1, we recommend that you have System 7 tune-up, version 1.1.1, installed. System Update 3.0 and System 7 tune-up are available from Apple Computer, Inc.

  If you want to install and use the optional electronic mail feature, you need at least 5 MB of memory and Macintosh System 7 Pro (version 7.1.1) or a later version that includes PowerTalk system software.

Before you begin

Before you begin installation, register your new software and turn off virus protection.

Register with Claris

Please take the time to complete and mail the postage-paid product registration card for your new software. For information about customer support, refer to the *Claris Customer Support Booklet* included in the product package.

Turn off virus protection

Some virus protection programs may conflict with the ClarisWorks Installer. Before you install ClarisWorks, turn off any virus protection programs. Refer to the documentation that came with your virus protection software for more information.

After you complete the installation, you can turn virus protection back on.

Installing the ClarisWorks software

You have two options for installing ClarisWorks on your hard disk:

- Easy (complete) installation is recommended. The Installer installs the entire ClarisWorks package.
- Custom installation lets you choose the files you install.

Doing an easy installation

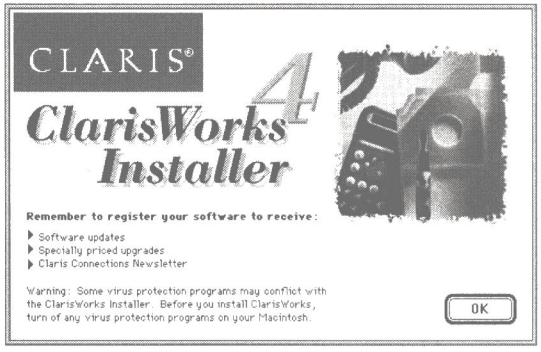
Follow these steps to install the complete ClarisWorks package. ClarisWorks installs the correct files for a Macintosh or Power Macintosh automatically.

To install ClarisWorks:

1. To protect your software, lock your ClarisWorks disks by sliding the locking tab on each disk so the hole in the disk is open.

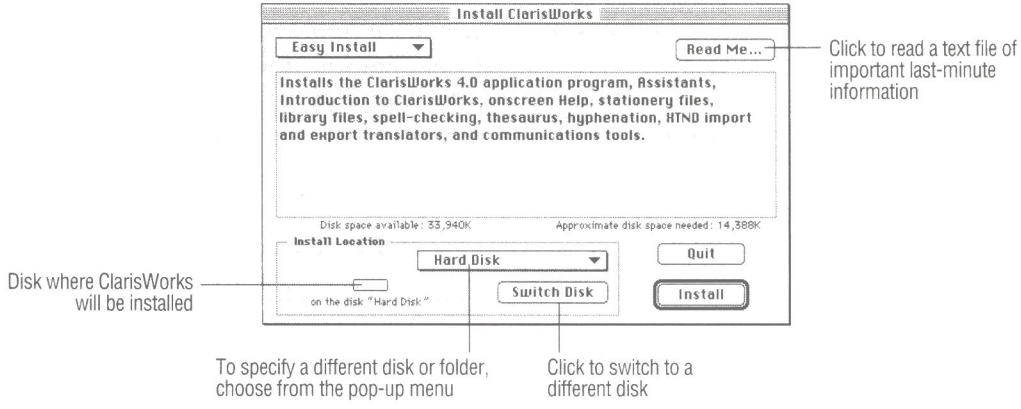
2. Insert *Disk 1* into the 3.5-inch disk drive and double-click the disk icon to open it.
3. In the window for *Disk 1*, double-click the Install ClarisWorks icon.

   In a moment, you see the ClarisWorks Installer welcome screen.


CLARIS®
ClarisWorks 4
Installer
Remember to register your software to receive:
Software updates
Specially priced upgrades
Claris Connections Newsletter
Warning: Some virus protection programs may conflict with the ClarisWorks Installer. Before you install ClarisWorks, turn of any virus protection programs on your Macintosh.
OK

4. Click OK.

   You see the ClarisWorks 4.0 Installer window.
5. Use the Install ClarisWorks window to check the install location and read information about ClarisWorks 4.0.


Install ClarisWorks
Easy Install
Read Me...
Click to read a text file of important last-minute information
Installs the ClarisWorks 4.0 application program, Assistants, Introduction to ClarisWorks, onscreen Help, stationery files, library files, spell-checking, thesaurus, hyphenation, RTND import and export translators, and communications tools.
Disk space available: 33,940K
Approximate disk space needed: 14,388K
Install Location
Hard Disk
Quit
Disk where ClarisWorks will be installed
on the disk "Hard Disk"
Switch Disk
Install
To specify a different disk or folder, choose from the pop-up menu
Click to switch to a different disk

If you switch to a disk that doesn't have enough space available, the Installer tells you.

6. Click Install and then click Continue (or click Cancel to cancel the installation).

   ClarisWorks files are compressed to occupy less space on the floppy disks. The Installer tells you what it's doing as it expands and installs each file.

7. Insert the other disks as you are asked for them. Click Cancel if you want to cancel the installation.

   After all the files are installed, the Installer tells you that the installation was successful.

8. Click Restart.

   The ClarisWorks application is now in the ClarisWorks 4.0 Folder on your hard disk.

   If this is a new installation of ClarisWorks, the installation is complete. For information on starting ClarisWorks, see "Starting ClarisWorks" on page 2-1 of the *ClarisWorks User's Guide*.

   If you are upgrading from a previous version of ClarisWorks, continue to the next step.

9. If you have created stationery documents—either default (Options) stationery or stationery that you open from the New Document dialog box—move your stationery documents to the ClarisWorks Stationery folder in the ClarisWorks 4.0 Folder.

   Note If you have the Launcher—included with System 7.5 or some versions of System 7.1—installed on your computer, the installer creates a ClarisWorks 4.0 item in the Applications group (or in the Launcher window, if you don't have any Launcher groups). If you don't see ClarisWorks in the Launcher, drag the bottom right corner of the Launcher window to enlarge it.

Doing a custom installation

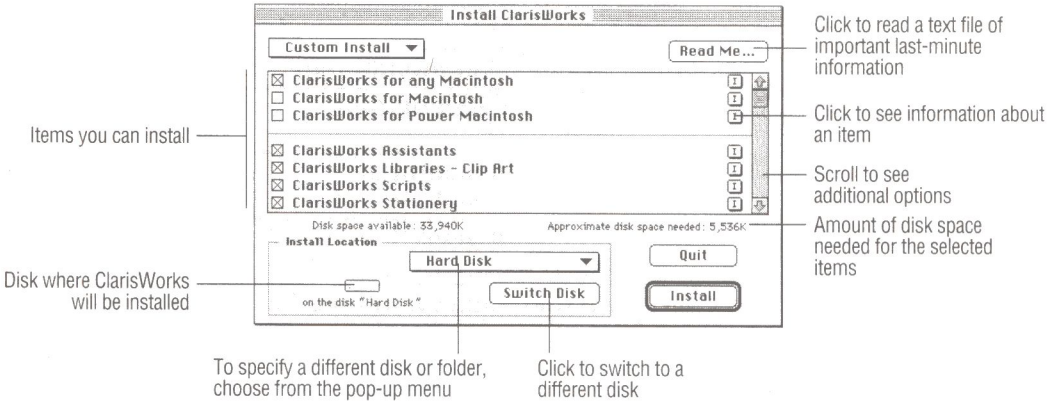
If you are familiar with your computer and ClarisWorks, you may want to install a subset of the ClarisWorks files to conserve space.

To install a subset of the ClarisWorks files:

1. Follow steps 1 through 5 in "Doing an easy installation" on page 2.
2. Choose Custom Install from the pop-up menu.

3. Click to select the items you want to install.

   To install a version of ClarisWorks that runs on either a Macintosh or a Power Macintosh, choose ClarisWorks for any Macintosh.


Install ClarisWorks
Custom Install
Read Me...
ClarisWorks for any Macintosh
ClarisWorks for Macintosh
ClarisWorks for Power Macintosh
ClarisWorks Assistants
ClarisWorks Libraries - Clip Art
ClarisWorks Scripts
ClarisWorks Stationery
Disk space available: 33,940K
Approximate disk space needed: 5,536K
Install Location
Hard Disk
on the disk "Hard Disk"
Switch Disk
Quit
Install
Items you can install
Disk where ClarisWorks will be installed
Click to read a text file of important last-minute information
Click to see information about an item
Scroll to see additional options
Amount of disk space needed for the selected items
To specify a different disk or folder, choose from the pop-up menu
Click to switch to a different disk

4. Complete the installation by following steps 6 through 10 in "Doing an easy installation" (page 4).

Where everything goes

The following table shows what you can install and where the Installer places each file or folder on your hard disk.

The ClarisWorks Installer creates a ClarisWorks 4.0 folder on the hard drive you designate. The Installer also creates a Claris folder in the active System Folder. If you already have a Claris folder, the Installer updates the contents.

Location on hard disk	Name of file or folder on hard disk	Description
ClarisWorks 4.0 Folder	ClarisWorks	The ClarisWorks application
	ClarisWorks Assistants	Guided help in creating documents or performing tasks
	ClarisWorks Libraries	Collections of clip art you can use in ClarisWorks documents
	ClarisWorks Scripts	AppleScripts you can use to automate complex tasks
	ClarisWorks Stationery	Examples you can use as templates
	ClarisWorks Styles	Stylesheets you can import and use to format documents
	Introduction to ClarisWorks	Guided onscreen tour of ClarisWorks features
	Read Me	A text file of important last-minute information
Claris folder in your System Folder	Claris Spelling Enabler	Software for checking spelling (Power Macintosh only)
	Claris Translators	Filters for reading files created in other applications and saving files in different formats
	Claris XTND System	Software for opening and saving documents in other formats
	ClarisWorks Balloon Help	Onscreen balloons that describe ClarisWorks tools and menu items
	ClarisWorks Help	Onscreen instructions you can read while using ClarisWorks
	ClarisWorks Japanese, ClarisWorks SimpChinese, ClarisWorks TradChinese	Files used with the WorldScript system software from Apple Computer (available in System 7.1 or later)
	ClarisWorks Labels	File used to create Avery label layouts in a database document

Location on hard disk	Name of file or folder on hard disk	Description
Claris folder in your System Folder	Colours and Gradients	Specialised colour palettes you can load for use with a document
	UK English - Spelling	A 100,000-word dictionary for checking spelling in your documents
	QuickHelp	Software for opening and using ClarisWorks Help
	UK English - Hyphenation	Software for hyphenating words
	UK English - Thesaurus	A 660,000-word thesaurus
	User Dictionary	Your customised list of spelling exceptions and additions to the Main Dictionary. The Installer doesn't install a User Dictionary if you already have one in your System Folder.
Extensions folder in the System Folder	Apple Modem Tool, Claris Kermit Tool, Serial Tool, Text Tool, TTY Tool, VT102 Tool, XMODEM Tool	Software for communicating with another computer
	Scripting Additions	Software used with AppleScript
	Text Preview	Software used to create previews of text documents in the Open dialog box

ClarisWorks also includes seven fonts you can use in your documents. If you're using System 7.1 or later, the Installer places the fonts in the Fonts folder in the System Folder. If you're using any version of System 7.0, the fonts are installed in the System file in the System Folder.

Adjusting memory

Your computer sets aside a certain amount of memory for each application. When you start ClarisWorks, it tells the computer how much memory to reserve. You can change the amount of memory reserved for ClarisWorks.

This section tells you how to adjust the memory allocation for ClarisWorks. For more information on managing Macintosh memory, refer to the documentation that came with your Macintosh.

You may want to increase the amount of memory set aside for ClarisWorks if you plan to work on an especially large document, use many graphics, work with painted images, or work on multiple files. Try increasing the size to 2000K—or to 3000K if you have enough computer memory.

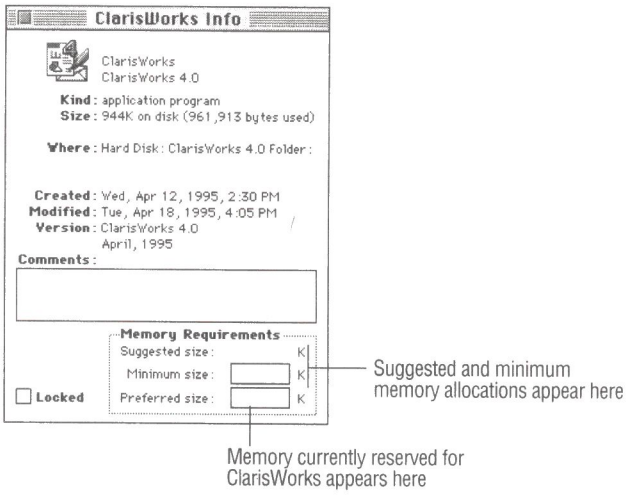
You can reduce the memory for ClarisWorks to about 1000K but, in general, you should avoid specifying less memory than the suggested size in the ClarisWorks Info dialog box.

To change the memory allocation for ClarisWorks:

1. If ClarisWorks is open, quit the application.
2. Open the ClarisWorks 4.0 Folder and click the ClarisWorks application icon once.

   If you click the application icon twice, you start ClarisWorks. If that happens, choose Quit from the File menu and try again.
3. Choose Get Info from the File menu.

   You see the ClarisWorks Info window.



4. Double-click the Preferred Size box.

   You see the size highlighted in the box.
5. Type a number to change the memory size.
6. Close the ClarisWorks Info window.

   The next time you start ClarisWorks, the amount of memory you specified is available for the application.

Setting up ClarisWorks for multiple users

These instructions are for network administrators who want to set up ClarisWorks on a server so users can access ClarisWorks over a network. You can set up ClarisWorks for multiple users in either of the following ways:

- Copy all the original ClarisWorks disks to a folder on the server so users can install ClarisWorks from the server to their local hard disks. This is the recommended method.
- Install ClarisWorks on a network server so multiple users can run one copy of the application.

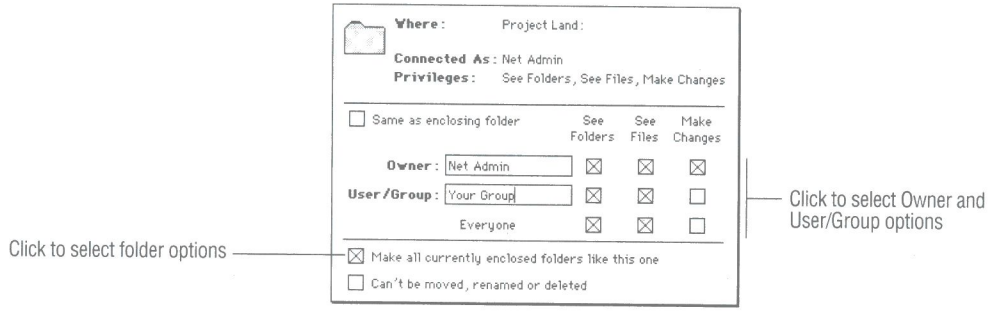
  Warning You may install ClarisWorks on a network that is accessible by multiple computers only if you have either (1) installed software that locks out any concurrent users in excess of the number of licensed copies of ClarisWorks, or (2) paid for an authorised, licensed copy of ClarisWorks for each computer connected to the network. Please contact Claris or a Claris reseller if you need to license more copies of ClarisWorks.

Setting up a ClarisWorks installer on a server

Follow these directions to set up a ClarisWorks installer on a server so that users can install ClarisWorks onto their own computers from the server. These directions tell how to copy ClarisWorks files onto the server from another Macintosh computer.

1. Create a folder on the server named ClarisWorks 4.0 Installation (or pick a similar name).
2. Insert *Disk 1* into your floppy disk drive.
3. When the *Disk 1* icon appears on the screen, drag it into the installation folder on the server.
4. Repeat steps 2 and 3 for the rest of the installer disks.
5. Close the folder. With the folder still selected, choose Sharing from the File menu.

6. Set permissions so users and groups can read the contents of the folder but not make changes:


Where: Project Land:
Connected As: Net Admin
Privileges: See Folders, See Files, Make Changes
Same as enclosing folder
See Folders
See Files
Make Changes
Owner: Net Admin
User/Group: Your Group
Everyone
Make all currently enclosed folders like this one
Can't be moved, renamed or deleted
Click to select folder options
Click to select Owner and User/Group options

If you are working directly on the server, you must set permissions using the AppleShare Admin program. See your AppleShare documentation for instructions.

7. Click the close box and save your changes.

Your installation folder is now set up for users to install ClarisWorks over the network. Your users can double-click the Disk 1 folder to open it on the server, and then double-click the Install ClarisWorks icon and do an easy or custom installation.

For more information about setting privileges and sharing folders, see your AppleShare documentation or the book that came with your computer.

Installing ClarisWorks on a network server

You can install ClarisWorks on a network server so that many users can run the same copy. Although sharing one copy of ClarisWorks over the network is not the best alternative for most users, some network managers may prefer this method. (For users who don't have room on their hard disks to install ClarisWorks, consider having them store files on the server rather than trying to run ClarisWorks from the server.)

Limitations to sharing ClarisWorks

ClarisWorks usually runs slower over a network because of network traffic and other conditions. Also, multiple users sharing one copy of ClarisWorks over a network cannot use all of the application's capabilities:

- Only one person can check spelling at a time. While the spelling checker is in use, ClarisWorks displays an error message to others who try to check spelling.
- ClarisWorks cannot open Communications documents for users who do not have a basic set of communications tools in the System Folder on their own computers. People running a minimal version of the operating system from a floppy disk typically do not have room for these tools.
- Only the first person to start ClarisWorks sees each font name in the Font menu, in its own typeface. Subsequent users see all the font names in the Chicago typeface.

Steps for installing ClarisWorks on a server

These instructions tell you how to install ClarisWorks on a network server so multiple users can run one copy of the application. If you are not the network administrator for the server, you should get the administrator's approval before installing ClarisWorks.

1. Make sure that no one else is using the server.

   ClarisWorks Installer requires that you restart the server after you have installed ClarisWorks.

2. Insert *Disk 1* into the server's floppy disk drive.
3. Follow the instructions for "Doing an easy installation" on page 2 or for "Doing a custom installation" on page 5.
4. Open the server's System Folder and hold down the Option key as you drag the Claris folder into the ClarisWorks 4.0 folder on the server.

   Holding down the Option key as you drag the folder copies (rather than moves) the Claris folder.

Users can now run ClarisWorks over the network. Be sure to advise them of the limitations described in the previous section, "Limitations to sharing ClarisWorks."

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